

# NIH Manual Chapter Concurrence and Approval Record

This form is a permanent OMA record of concurrence and approval of manual chapters. Use prescribed by NIH Manual 1710.

NIH Manual Chapter Number and Title

## Section A. Issuing Office

### Instructions for Issuing Office:

1. Complete Sections A and B.
2. Sign in Section C and hand-carry the package to your NIH Manual System Contact.
3. After all signatures in Section C are obtained, send the final manual chapter (in paper and disk copy), this form, and CSA print request to the Office of Management Assessment (6011 Executive Blvd., Room 601G, MSC 7669).

Person to Contact in Issuing Office

Organization

Building and Room

Phone No.

## Section B. Review of Chapter

These organizations/committees reviewed the manual chapter: *(list each organization/committee)*


## Section C. Issuing Office, Concurrence, and Approval

Signature of Issuing Office Contact *(Same person as shown in Section A.)*

Typed Name

Date

Signature of IC Manual System Contact

Typed Name

Date

Signature of Concurring Official *(optional)*

Date

Signature of Concurring Official *(optional)*

Date

Signature of I.O. Organization Head *(REQUIRED)*

Date

Signature of Concurring Official *(optional)*

Date

Approval: Signature and Title of Approving Official *(DDM, DDIR, DDER, or Director, OHRM) (REQUIRED)*

Date Approved

Hand-carry this package to the issuing office contact shown in Section A.

## Section D. For Office of Management Assessment use only

Date Sent to Printing

CSA No.

Date Entered into Database

Date Sent to Web

Comments